This checklist shall be used to assist in planning a pregnancy and parental leave of absence. If additional assistance is required, please contact: Human Resources at extension 35935 or via email at [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca)

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| Prior to your leave | | |
| **1.** | Contact your manager to discuss your plans well in advance of your leave. Consider how your annual vacation might fit in with your leave; for instance, do you want to take vacation time before your leave, or use vacation time before returning from your leave. | ❑ |
| **2.** | Review [Policy 14 – Pregnancy and Parental Leaves (including Adoption)](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-14) on the Secretariat website. | ❑ |
| **3.** | Understand your eligibility for a leave of absence under the Employment Standards Act (ESA) [Pregnancy and Parental Leave](http://www.labour.gov.on.ca/english/es/pubs/guide/pregnancy.php) legislation. | ❑ |
| **4.** | Understand your eligibility for [Employment Insurance (EI) benefits](http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml) and University of Waterloo supplementary benefits (Top-up) – see [Policy 14](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-14). | ❑ |
| **5.** | Complete the Pregnancy/Parental Leave Request form, ensuring approval signatures are obtained and, for birth mothers, a signed doctor’s/midwife’s note with the expected delivery date is attached, and submit to Human Resources, EC1, or email the documentation to [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca). Documentation should be submitted ideally one month prior to the start of your leave, but at a minimum at least two weeks prior to the start of your leave. | ❑ |
| **6.** | Contact [Parking Services](https://uwaterloo.ca/parking/) directly to discuss options regarding your parking permit while on leave. | ❑ |
| **7.** | Apply for [Employment Insurance (EI) benefits](http://www.servicecanada.gc.ca/eng/ei/publications/process.shtml) on-line or in person at your nearest [Service Canada location](http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?app=hme&ln=eng) once you have stopped working.  **Please Note:** Your Record of Employment (ROE), which is required by Service Canada to process your EI application, will be issued electronically to Service Canada by Payroll. ROEs are issued as follows:   * For birth mothers eligible for the six weeks of birth leave benefits, your ROE will be issued within 7 business days following payment of this benefit. Service Canada considers this benefit to be insurable earnings and will not begin your EI benefits until after payment of this benefit has completed. * For all others, your ROE will be issued within 7 business days following payment of your last pay.   You **do not** have to wait to receive your ROE before starting your application, however Service Canada will not process your claim and begin your benefits until your ROE is received. | ❑ |
| **8.** | Submit post-dated cheques to Human Resources to cover your share of benefit premiums/pension contributions for the period of your leave not covered by Top-up (you will receive a letter from Human Resources with details in the month prior to the start of your leave). | ❑ |
| Early delivery | | |
| **1.** | Inform your manager and Human Resources (preferably by email) of the date of birth of your baby if prior to the original effective date of your leave. If you have given birth early, your leave begins on the day you give birth. | ❑ |
| **2.** | Make adjustments to your return-to-work date and any planned vacation if applicable on the Pregnancy and Parental Leave of Absence Form. Your return-to-work date is usually no more than 52 weeks from the date you give birth. | ❑ |
| During your leave | | |
| **1.** | If you are eligible for UW supplementary benefits (Top-up), once your EI benefits have been approved by Service Canada, provide Payroll with a screenshot or printout (see below the checklist for an example) of your Service Canada account showing your assessed weekly EI benefits. Submit paperwork to HR, EC1 or via email to [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca).  **Top-up payments cannot be processed until this has been received.** | ❑ |
| **2.** | Complete the [Benefits Enrolment and Change Form](https://uwaterloo.ca/human-resources/sites/ca.human-resources/files/uploads/files/benefit_enrolment_and_change_fillable.pdf) with your child’s personal information so that they can be added to your benefit plan. Submit the form to Human Resources, EC1, or email to [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca). | ❑ |
| **3.** | If you plan on returning to work earlier or later than originally scheduled, provide your manager and Human Resources with written notice of your intention at least four weeks prior to your new return date. | ❑ |
| After your leave | | |
| **1.** | Go to [Parking Services](https://uwaterloo.ca/parking/) to have your parking permit re-instated if applicable. | ❑ |

**Example of Service Canada account showing your assessed weekly EI benefits:**

